

EDUCATIONAL QUALIFICATIONS

Name of school or institution	Name of qualification or course	Years attended		Course Completed (Yes/No)
		From (Month/Year)	To (Month/Year)	

Please attach certified copies of transcripts of all academic records. (A certified copy means a stamped photocopy signed by a public notary or institution representative as being a true and accurate record of the original document). All documents must be translated into English by the issuing institution or by an official translating service.

EMPLOYMENT STATUS

Are you currently employed?

Full-time employee Part-time employee Unemployed - seeking full-time work Unemployed - seeking part-time work
 Employer Not employed - not seeking employment Employed - unpaid in family business Self employed – not employing others

STUDY REASON

Of the following, which describes your main reason for undertaking studies at Sarina Russo Institute? (Please select one)

For personal interest or self-development To get a job To gain credit into further study To train towards a different career As a requirement of my job
 To gain extra skills for my job To get a better job or promotion To start my own business To develop my existing business
 Other reasons:

MEDICAL CONDITIONS/DISABILITY

Do you have any medical, physical restrictions, disabilities, addictions, impairments or long term conditions? If yes, then tick ANY applicable boxes:

Physical Intellectual Medical Condition Hearing Impairment/Deaf Mental Illness Acquired Brain Impairment Vision Learning
 Other (Please provide details):

DECLARATION

Please visit www.indusinstitute.com.au for full Conditions of Enrolment.

CONFIDENTIALITY

The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) is a nationally consistent standard for the collection, analysis and reporting of vocational education and training information throughout Australia. The national data collection agency is National Centre for Vocational Education Research (NCVER). AVETMISS reporting to NCVER is required from all training organisations. Under national statistical reporting protocol, NCVER will not release any information that identifies or could be used to identify individual clients, or training organisations.

DECLARATION

I declare that the information I have supplied on the application form is, to the best of my knowledge, complete and correct. I acknowledge that my application for admission is subject to acceptance by Indus Institute and Sarina Russo Institute (SRI) which has power to impose conditions. I further acknowledge that in the event my application for admission as a student at SRI is accepted, and in consideration of provision of educational resources by SRI, I will be bound by the provisions of SRI's relevant student handbooks, statutes, rules and policies as are in force from time to time, and will be subject to the lawful instructions of officers of SRI.

I understand that information on this form is collected for enrolment and administrative purposes. Information is otherwise held in accordance with the Privacy Act 1988 and may be made available to Australian Government agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code (2007), and otherwise in accordance with our Privacy Policy and Consent Notice available at <http://www.sri.edu.au/privacy.aspx>. The applicable law for this agreement shall be the law of Queensland, Australia.

AGREEMENT

- I have read and understood the Conditions of Enrolment of the Institution as specified on the website or as stipulated in the student prospectus.
- I understand that, if I have indicated on this form that I wish to apply for entry to a Sarina Russo Institute (SRI) program, copies of this form and all supporting documents will be forwarded to SRI for consideration. I understand that timetables may vary between morning, afternoon and evening.
- I understand if I don't have a USISarina Russo Institute / Indus Institute can apply on my behalf if appropriate identification has been supplied.

SIGNATURE

Applicant's Signature: _____ Date: dd/mm/yy

REPRESENTATIVE/AGENT STAMP**SIMPLIFIED STUDENT VISA FRAMEWORK (SSVF)**

I make this declaration in relation to my application for my preferred course/s at Sarina Russo Institute. I understand that Sarina Russo Institute will rely on this declaration in relation to any offer of enrolment in the course which is made to me.

I declare that:

- I am a Genuine Temporary Entrant and a Genuine Student*;
- Studying the course is my primary purpose for coming to Australia;
- I understand that if I am granted an Australian student visa, I am legally required to comply with the conditions associated with holding that visa;
- I believe that I am academically qualified for the course I have applied for and have, or will have, the English proficiency level required to commence the course;
- I have calculated the cost of my course, am aware of the current exchange rate between the currency of my home country and the Australian dollar and understand that the exchange rate will vary from time to time;
- I have genuine access to the total funds required, while in Australia, to cover all tuition fees, travel costs (including return airfare), living costs and overseas student health cover for myself and my dependants (if any) for the duration of the course; and
- If I have ever been refused a visa for entry into Australia, I have advised Sarina Russo Institute and provided a copy of the visa refusal notification from the Department of Immigration and Border Protection (DIBP) and any other relevant documentation.

* For the definition of Genuine Temporary Entrant and details of other requirements under SSVF visit: <https://www.border.gov.au/Busi/Educ/simplified-student-visa>

BSB51915

Diploma of Leadership and Management

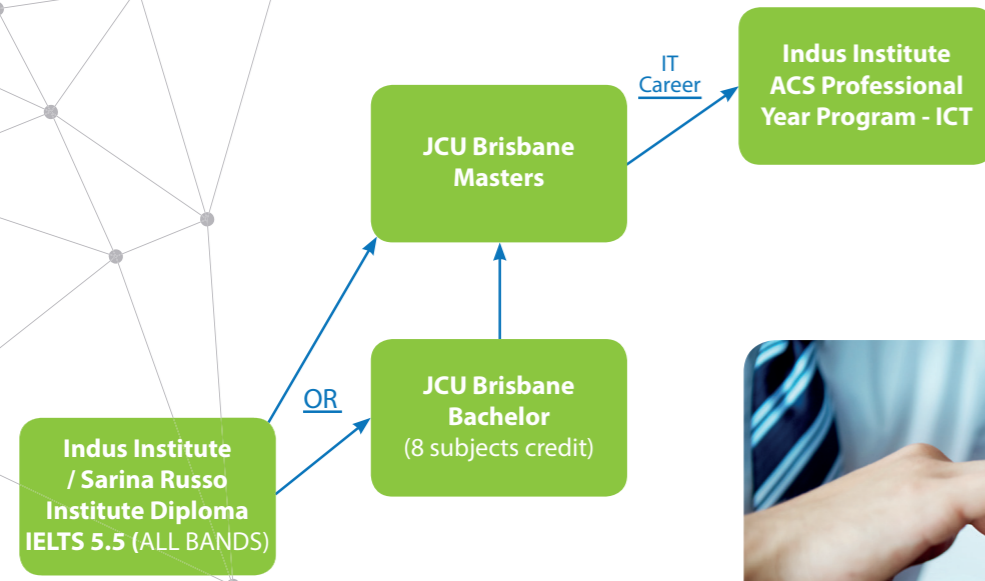
CRICOS Provider No. 089127E



Indus Institute



Your Pathway To University



Indus Institute

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Fax +61 7 3102 1249
Email info@indusinstitute.com.au



BSB51915

Diploma of Leadership and Management

CRICOS Course No. 089127E

Pathway Information

Indus Institute in association with the Sarina Russo Institute are proud to provide you with a superior university pathway program.

The Diploma of Leadership and Management suits individuals who want a career in leadership and management across a range of enterprise and industry contexts. Typically people in these roles display initiative and judgement in planning, organising, implementing and monitoring workload. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.



Course Delivery: Classroom based delivery

Course Duration: 12 months

Course Intakes: March, July and November

Entry Requirements:

- IELTS 5.5 (all bands), or equivalent
- Basic computer and internet skills
- 18 years of age or older

Student Support Services offered:

- Dedicated Trainers to facilitate with all training and assessment
- Access to iLearn – our 24/7 learning management system
- 24/7 access to online learning and assessment materials that comprise of recorded lectures, interactive digital resources, eBooks, PowerPoint's and video links
- Collaborate directly with Trainers, industry experts and peers
- Free state of the art Language Literacy and Numeracy tools
- Mentoring and job placement assistance

Assessment Methodology

Uses a staggered assessment schedule with a range of methodologies such as:

- Real world projects
- Simulated workplace case studies
- Portfolios of authentic work samples
- Presentations

Course Outline

Unit Code	Unit of Competence
BSBWOR501	Manage personal work priorities and professional development
BSBMGT502	Manage people performance
BSBWOR502	Lead and manage team effectiveness
BSBPMG522	Undertake project work
BSBMKG502	Establish and adjust marketing mix
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBLDR503	Communicate with influence
BSBLDR504	Implement diversity in the workplace
BSBR501	Manage risk
BSBFIM501	Manage budgets and financial plans

All courses are subject to change, availability and entry requirements.

Please note: Upon successful completion, Sarina Russo Institute will award the AQF qualification BSB51915 Diploma of Leadership and Management in association with Indus Institute.

International Application Form



in association with

Sarina Russo Institute
CRICOS PROVIDER CODE: 00607B RTO: 0427

Please print clearly in BLOCK letters

STUDENT'S PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other Family Name: _____
 Given Name: _____ Preferred Name: _____
 Date of Birth: dd/mm/yy Gender: Female Male Other Passport Number: _____
 Country of Birth: _____ Nationality: _____
 Do you already have an Australian Visa that will allow you to study at Sarina Russo Institute? Yes No
 Please select type of Visa you have or are applying for? Student Working Holiday Tourist Other: _____
 Do you speak a language other than English at home? No Yes, which one? _____
 If yes, how well do you read, write and speak English? Very Well Well Not Well Not at all

PERMANENT ADDRESS IN HOME COUNTRY

Street Number/Name: _____
 Suburb/Town: _____
 Country: _____ Postcode: _____
 Phone (mobile): _____
 Phone (home): _____
 Email: _____

ADDRESS IN AUSTRALIA

Street Number/Name: _____
 Suburb/Town: _____
 Postcode: _____
 Phone (mobile): _____
 Phone (home): _____

Program Selection

I wish to apply for enrolment in the following program (s):

1. **Diploma of Leadership and Management** Start Date: dd/mm/yy Duration: _____

FURTHER STUDY

Additional programs to be included as a package offer include:

James Cook University Brisbane
 Bachelor of: _____ Start Date: dd/mm/yy Duration: _____
 Masters of: _____ Start Date: dd/mm/yy Duration: _____
Indus Institute
 ACS Professional Year - ICT Start Date: dd/mm/yy Duration: _____

ENGLISH LEVEL TEST

Test Type: _____ Test Score: _____ Test Date: dd/mm/yy
 Secondary or tertiary education conducted in English medium
 Name of School: _____ Program: _____ Highest Level: _____
 If you are currently enrolled in an ELICOS school, please specify:
 Provider Name: _____ Current English Level: _____

OVERSEAS STUDENT HEALTH COVER

Do you require us to organise Overseas Student Health Cover (OSHC)? Yes No If YES, please indicate: Single Dual Multi
 For more information on OSHC, please visit Allianz Global Assistance website: www.oshcallianzassistance.com.au

SPONSORED STUDENTS ONLY (Please attach sponsorship letter if available)

Name of organisation sponsoring you: _____

CREDIT TRANSFER (CT) / RECOGNITION OF PRIOR LEARNING (RPL)

If you hold previous qualifications or industry experience in the area you are studying, you have the right to apply for credit transfers on units already undertaken or recognition of your prior learning on the job.
 Do you wish to apply for credit transfer or RPL? Yes No Unsure, can Indus Institute please contact me to discuss this
 If yes, please attach any supporting documents including transcripts of previous study, evidence of work experience etc. that might apply and Indus Institute will contact you to discuss your options.